

AAdministrative
Services
Letter

09-02

**Important Language to Include on
Public Meeting Notices and/or All
Information Available to the Public**

Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	09-02
Distribution	All Employees	Date Issued	January 13, 2009
Subject	Important Language to Include on Public Meeting Notices and/or All Information Available to the Public	Expires	When Canceled
Guide Section	Equal Employment Opportunity	Reference	California Government Code, Section 11135(a); Title 28, Code of Federal Regulations, Chapter I, Part 35, Subpart E, Section 35.163; The Americans with Disabilities Act of 1990; California Public Resources Code, section 72002 (c) (5) and Federal Executive Order No. 12898 of 1994); Cancels ASL 02-07

State and federal laws regarding persons with disabilities require that all public meetings, hearings, workshops, and classes are fully accessible and that all public documents or information are available in an alternative format as necessary. In addition, compliance with State law and the Federal Executive Order regarding environmental justice requires that public documents, notices, and public hearings relating to human health or the environment be concise, understandable, and readily accessible to the public. When appropriate, translation of public documents, notices, and hearings for limited-English speaking populations is also required.

In order to accomplish the above measures, it is the policy of the Air Resources Board that the following language be incorporated on all notices of board hearings, public meetings, workshops, or public documents:

Language for Board Hearings and Documents

"If you require special accommodations or language needs, please contact the Clerk of the Board at (916) 322-5594 or by Fax at (916) 322-3928 as soon as possible, but no later than 10 business days before the scheduled board hearing. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service."

Language for Public Meetings, Workshops, and Documents

"If you require special accommodations or language needs, please contact (event/meeting/document coordinator) at (direct telephone number) or (email address) as soon as possible, but no later than 10 business days before the scheduled event/meeting. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service."

General Information:

Public Meeting Notices: Using this standard language on our notices allows persons with disabilities or persons with language needs the opportunity to access these public meetings by informing them who to contact if they need a special accommodation; e.g., a sign language interpreter, translation, assistive listening device, etc.

Upon receipt of information by an impacted individual requesting special accommodations and/or identifying a specific language need, the event/meeting/document coordinator shall contact the [Equal Employment Opportunity \(EEO\) Office](#) to assist the coordinator in the process of providing the requested special accommodation and/or specific language need. For all language requests, the event/meeting/document coordinator shall complete the [Language Services Request ASD/MSB 256](#) and provide the signed form to the EEO Office at a minimum of 10 business days before the event/meeting/hearing.

Explanation of The California Relay Service: California Relay Service (CRS) provides specially-trained operators to relay telephone conversations back and forth between people who are deaf, hard of hearing, or speech-disabled and all those they wish to communicate with by telephone. Specially trained Communication Assistants (CA) complete all calls and stay on the line to relay messages electronically over a text telephone, so called TTY for "Teletype", Telecommunication device for the deaf (TTD) or verbally for Speech to Speech users.

Questions regarding this Administrative Services Letter should be directed to the [Equal Employment Opportunity Officer](#) at (916) 323-7053.